

**REGULATION: 100.250****SUBJECT: COUNTY VEHICLE USE**

- A. Authorized Sheriff's Office personnel may use county-owned vehicles for official business only. County-owned vehicles may not be used for personal use without the knowledge or permission of the Sheriff. Except in an emergency, when it is impractical to obtain prior authorization, in this event, the reason for using the vehicle and the circumstances shall be communicated to the employee's Division Commander with copies to the Sheriff and Chief Deputy as soon as practical.
- B. The Sheriff or Division Commander may assign county-owned vehicles that are taken home by employees. The use of a take-home vehicle will only apply to employees who reside in Dane County. In the event that an employee chooses to reside outside of the County, he/she will not be permitted to take the vehicle home. Employees who currently have take-home vehicles and reside outside of the County will continue to be allowed the use of the vehicle, but any change of residence or assignment may cause the vehicle use to be rescinded. The Sheriff, however, may grant permission outside of this policy on a case-by-case basis. Even though the use of such "take-home" vehicles is limited to official business and travel between home and work assignments, employees are permitted de minimis personal use of the vehicle, including incidental stops at day care centers, medical appointments, grocery stores, etc.
- C. Any employee who is involved in a motor vehicle accident while operating a county-owned motor vehicle shall notify their supervisor or the OIC promptly and comply with all the reporting and investigative requirements.
- D. Employees shall not modify, install or permit modifications or installation of any equipment or accessories on a county-owned vehicle without prior written approval from the Support Services Captain.
- E. All department employees will operate county-owned vehicles in a safe manner and in compliance with state law and Sheriff's Office policies.
- F. Employees shall exercise good judgment in the parking, storage, security, and care of such vehicles in order to prevent or minimize damage or loss to the vehicle or criticism to the department.
- G. County "take-home" vehicles shall be locked and secured in the employee's garage, driveway or other designated parking space that is in close proximity to the employee's



residence. Vehicles are not to be stored in a location that is not accessible to other departmental personnel without prior approval from the Division Commander. During periods of time off of five (5) working days or more, vehicles are to be parked in a location approved by the Division Commander, preferably at a precinct or main headquarters. Employees assigned "take-home" vehicles must also notify the Division Commander whenever a vehicle is stored in a location other than at the employee's residence.